

**CLINTONVILLE PUBLIC SCHOOL DISTRICT**  
**Clintonville, WI 54929**  
**Regular Meeting of the Board of Education**

**Monday, November 10, 2025**  
**6:00 p.m.**  
**High School IMC**

Please Google search "Clintonville Events You Tube", or use the following link to go directly to the Clintonville Events YouTube channel:

<https://www.youtube.com/channel/UCMHZeWzjIFzVnX3EX18nLlg/featured>

**District Mission Statement**

**The Clintonville Public School District, in partnership with its citizens, will empower those we educate to become lifelong learners who can think independently, critically, and creatively. Further, it is our mission to educate individuals to be successful, contributing members of our society and responsible, caring citizens in a diverse world.**

**AGENDA**

**I. CALL TO ORDER**

**II. ESTABLISH QUORUM**

**III. OPEN MEETING STATEMENT**

This November 10, 2025 meeting of the Clintonville Board of Education, and all other meetings of the board, is open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator; submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to attend this meeting.

**IV. APPROVE AGENDA**

**V. PLEDGE OF ALLEGIANCE**

**VI. READING AND APPROVAL OF MINUTES**

- A. Special Meeting - October 22, 2025
- B. Budget/Annual Meeting - October 27, 2025
- C. Regular Meeting - October 27, 2025
- D. Special Meeting - October 29, 2025

**VII. PUBLIC COMMENTS/COMMUNICATIONS**

While the Board of Education welcomes communication from the public, proper procedure must be followed. Any person intending to address the Board must first fill out a Public Comments Registration Form (please see Policy #0167.3 re: Public Participation). As a reminder, this meeting of the Board is not a forum for personal attacks on any public official, staff member or citizen.

**VIII. SCHOOL BOARD PRESIDENT STATEMENT**

Glen Drew Lundt, School Board President will provide a statement clarifying board conduct and motions.

## **IX. COMMITTEE UPDATES**

- A. Land Use Committee**
- B. Policy Committee**
- C. Construction Committee**
- D. Dellwood Childcare Committee**
- E. Rec Center Committee**
- F. Finance Committee**

## **X. ADMINISTRATIVE REPORTS**

### **A. Superintendent's Report - for Information**

Troy Kuhn will present District updates to the Board of Education.

- School district land hunting privilege updates and clarifications

### **B. Recognition**

#### **1. Elementary Outdoor Classroom Donation - for Information**

The administration will inform the Board of Education regarding a \$2,000 donation from Tracey Mengert with funds raised during the Monster Dash to be used towards the Elementary Outdoor Classroom seating.

### **C. Other**

#### **1. Community Survey and Referendum Update - for Information**

The administration and Board of Education will discuss any updates to the Community Survey to be sent out in November, along with a referendum update.

#### **2. Complaint Investigation Reports - for Discussion/Action**

The Board of Education will have a discussion and determine if there will be any action based on findings in the complaint investigation reports.

## **XI. POLICY**

### **A. First Reading for Adoption of 34.2 Technical Corrections - for Discussion/Action**

(The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. These are corrections to policy language or construction that do not reflect policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions).

### **B. First Reading of Revisions to Policy #6235 - Fund Balance - for Discussion/Action**

The administration will recommend that the Board of Education consider revising this policy to state that the fund balance for Fund 10 and Fund 46 should be maintained at 15% to 18% of the previous year's Fund 10/46 actual expenses. Whereas:

- Fund 10 maintains a minimum balance of 15%
- The goal shall be to maintain a combined minimum of 18% by fiscal year 2030-31

**C. First Reading of Revisions to Policy #5410 - Promotion, Placement, and Retention - for Discussion/Action.** The administration will recommend that the Board of Education consider revisions as presented.

**D. First Reading of Revisions to Policies - for Discussion/Action**

The administration will recommend that the Board of Education approve a first reading of revisions to the following Policies:

- A. Policy #0144.5 - Board Member Behavior, Communications, and Code of Conduct
- B. Policy #0166.1 - Consent Agenda
- C. Policy #1461 - Unrequested Leaves of Absence/Fitness for Duty
- D. Policy #2440.01 - Summer or Interim School Attendance
- E. Policy #2522 - Instructional Material Centers
- F. Policy #3120.04 - Employment of Substitutes
- G. Policy #3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- H. Policy #3431 - Employee Leaves
- I. Policy #4124 - Notice of Reasonable Assurance of Employment
- J. Policy #4140 - Termination and Resignation
- K. Policy #4213 - Student Supervision and Welfare
- L. Policy #4431 - Employee Leaves
- M. Policy #5112 - Entrance Age
- N. Policy #5310.01 - Emergency Nursing Services
- O. Policy #5411 - Third Grade Promotion and Retention: At-Risk Students
- P. Policy #5464 - Early Graduation
- Q. Policy #5505 - Academic Honesty
- R. Policy #5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia
- S. Policy #6151 - Returned/Outstanding-Stale Checks
- T. Policy #7440.03 - Small Unmanned Aircraft Systems
- U. Policy #7450 - Property Inventory
- V. Policy #7455 - Accounting System for Capital Assets
- W. Policy #7530.02 - Staff and School Officials Use of Personal Communication Devices
- X. Policy #8420 - School Safety
- Y. Policy #8500 - Food Services
- Z. Policy #8510 - Wellness
- AA. Policy #8531 - Free and Reduced-Price Meals
- BB. Policy #8540 - Vending Machines
- CC. Policy #8550 - Competitive Food Sales
- DD. Policy #9151 - Use of Cameras and Other Recording Devices In Locker Rooms

**XII. ITEMS FOR FUTURE DISCUSSION**

**XIII. ANNOUNCEMENTS**

|                |                         |           |               |
|----------------|-------------------------|-----------|---------------|
| November 18    | CMS Winter Band Concert | 7:00 p.m. | HS Auditorium |
| November 26-30 | No School - Fall Break  |           |               |

|                                   |                                      |           |                 |
|-----------------------------------|--------------------------------------|-----------|-----------------|
| December 1                        | HS Winter Band Concert               | 7:00 p.m. | HS Auditorium   |
| December 3                        | Staff Holiday Tea                    | 3:30 p.m. | HS Commons      |
| December 8                        | Regular Meeting - Board of Education | 6:00 p.m. | High School IMC |
| December 8                        | HS Winter Choir Concert              | 7:00 p.m. | HS Auditorium   |
| December 9                        | CMS Winter Choir Concert             | 7:00 p.m. | HS Auditorium   |
| December 22                       | Special Meeting - Board of Education | 6:00 p.m. | High School IMC |
| December 24 -<br>January 4 , 2026 | No School - Winter Break             |           |                 |

**XIV. ADJOURN TO CLOSED SESSION**

Consideration of matter over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85(f) - Considering financial, medical, social or personal histories or disciplinary data of specific persons; preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to discuss complaint investigation report.

**XV. RETURN TO OPEN SESSION** (The Board of Education may take action in open session on items discussed in closed session).

**XVI. ADJOURNMENT**

**BOARD OF EDUCATION  
CLINTONVILLE PUBLIC SCHOOL DISTRICT  
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF  
SPECIAL MEETING OF THE BOARD OF EDUCATION  
October 22, 2025**

A special meeting of the Board of Education of the Clintonville Public School District was called to order on October 22, 2025, at 6:01 p.m. in the High School IMC by Vice President Kris Strauman.

Members Present: Kris Strauman, Klint Barkow, Jason Moder and Christopher Hoffmann.

Members Excused: Glen Drew Lundt, Ben Huber, and Mark Zachow

Administration Present: Troy Kuhn and James Blashe

Also Present: Attorney William Fischer and School Resource Officer Ebert

**OPEN MEETING STATEMENT:** This October 22, 2025, special meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting.

**APPROVE AGENDA:** Moved by Jason Moder, seconded by Christopher Hoffmann to approve the agenda. Ayes and nays called, all voting aye. Motion carried.

**ADJOURN TO CLOSED SESSION:** Moved by Kris Strauman, seconded by Jason Moder to adjourn to closed session for the consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85 (1)(a)(f) - Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body and considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations for the purpose of conducting a hearing on a student disciplinary matter. Roll call vote was taken with Klint Barkow, Christopher Hoffmann, Jason Moder, and Kris Strauman voting aye. Motion carried, and meeting adjourned to closed session at 6:03 p.m.

Student Hearing: A hearing was conducted on a student disciplinary matter.

Following a discussion of the charges against the student and evidence presented at the hearing, it was moved by Jason Moder, seconded by Klint Barkow that the incidents set forth in the Notice of Expulsion did occur and such conduct constitutes conduct which endangered the property, health or safety of others at school or under supervision of school authorities pursuant to 120.13(1)(c)1, Wis. Stat. Roll call vote was taken with Klint Barkow, Christopher Hoffmann, Jason Moder, and Kris Strauman voting aye. Motion carried. Moved by Christopher Hoffmann, seconded by Jason Moder that the incidents warrant expulsion and that it is in the district's interest to expel student, and that they be expelled immediately until they attain the age of 21 years old. During the term of expulsion, the student is not allowed on School District property or able to participate in any activities of the School District, at home or away from the district without prior approval of the District's Administration. Directing Counsel to prepare an order consistent with this motion. Roll call vote was taken with Christopher Hoffmann, Jason Moder, Kris Strauman, and Klint Barkow voting aye. Motion to expel student carried. The hearing concluded at approximately 6.34 p.m.

**RETURN TO OPEN SESSION:** Moved by Jason Moder, seconded by Christopher Hoffmann to return to open session. Roll call vote was taken with Klint Barkow, Christopher Hoffmann, Jason Moder, Kris Strauman voting aye. Motion carried and meeting returned to open session at 6:35 p.m.

**ADJOURNMENT:** Moved by Christopher Hoffmann, seconded by Jason Moder to adjourn. Ayes and nays called, all voting aye. Motion carried and the meeting adjourned at 6:38 p.m.

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Klint Barkow, Clerk

**MINUTES OF BUDGET HEARING**  
**OF**  
**CLINTONVILLE PUBLIC SCHOOL**  
**DISTRICT**  
**October 27, 2025**

In accordance with Section 65.90(4) of Wisconsin Statutes, a BUDGET HEARING FOR THE CLINTONVILLE PUBLIC SCHOOL DISTRICT was called to order by Board of Education President, Glen Drew Lundt, at 6:00 p.m. October 27, 2025, in the High School IMC.

Board members present:

|                 |                      |
|-----------------|----------------------|
| Glen Drew Lundt | Ben Huber            |
| Kris Strauman   | Mark Zachow          |
| Klint Barkow    | Christopher Hoffmann |
| Jason Moder     |                      |

Administration present:

Troy Kuhn

Press represented: Bert Lehman of Tribune Gazette.

Also present: Raymond & Joan Huber, Michael & Stephine Engel, Marie Vandenberg, Stacy Havlik, Laurie Vollrath, Dena Peters, Darrell Hanson, Patti Cahala, David Battenberg, Beau Hoffman, Josie Wait, Kathryn Murphy, Ericka Shelton, Cienna Kuhn, Jessica Holtz, and Nick Curran.

Glen Drew Lundt called the budget hearing to order at 6:00 p.m. and turned the meeting over to Nick Curran, Jessica Holtz from CESA 8 and Superintendent Troy Kuhn for a report on the school district's proposed 2025-2026 budget and answered any questions asked.

**MINUTES OF ANNUAL MEETING**  
**OF**  
**CLINTONVILLE PUBLIC SCHOOL**  
**DISTRICT**  
**October 27, 2025**

The Annual Meeting of the CLINTONVILLE PUBLIC SCHOOL DISTRICT was called to order by Board of Education President, Glen Drew Lundt, at 6:30 p.m. October 27, 2025, in the High School IMC.

Board members present:

|                 |                      |
|-----------------|----------------------|
| Glen Drew Lundt | Ben Huber            |
| Kris Strauman   | Mark Zachow          |
| Klint Barkow    | Christopher Hoffmann |
| Jason Moder     |                      |

Administration present:

Troy Kuhn  
James Blashe

Press represented: Bert Lehman of Tribune Gazette.

Also present: Raymond & Joan Huber, Michael & Stephine Engel, Marie Vandenberg, Stacy Havlik, Laurie Vollrath, Dena Peters, Darrell Hanson, Patti Cahala, David Battenberg, Beau Hoffman, Josie Wait, Kathryn Murphy, Ericka Shelton, Cienna Kuhn, Jessica Holtz, and Nick Curran.

**Introduction of Board Members:** President Lundt had each school board member introduce themselves.

**Guidelines for Annual Meeting:** President Lundt read the Annual Meeting Statement as it appears in the Annual Meeting Booklet. Issues that can be acted on during an Annual Meeting are outlined in Wisconsin Statutes. Such items are included under "Resolutions" on the Annual Meeting Agenda.

**Election of Meeting Chairperson:** Moved by Ray Huber, seconded by Joan Huber to nominate Glen Drew Lundt as meeting Chairperson. A voice vote was called, with all voting aye. Glen Drew Lundt was declared Chairperson for the meeting.

**Adoption of Agenda:** Moved by Raymond Huber, seconded by Laurie Vollrath that the agenda be adopted. Voice vote was called, with all voting aye. Motion carried.

**Designation of Person to Keep Minutes If School Clerk Not Present:** President Lundt noted that the Board Clerk, Klint Barkow was present to take the minutes of the meeting.

**Old Business:** None

It was stated by Ray Huber that the Budget Hearing was still going on because the Budget Hearing hadn't been adjourned prior to the start of the Annual Meeting and made a motion to adjourn the Budget Hearing, which was seconded by Mike Engel. A voice vote was called, with all voting aye. Motion carried, and Budget Hearing officially adjourned at 6:37 p.m.

**Reports:**

**School Board President:**

President Lundt gave a brief report.

**Administrative Reports**

Troy Kuhn gave a brief report.

**Treasurer's Report:**

Jason Moder, Board Treasurer, gave a brief report.

**RESOLUTIONS:**

**Resolution A - Establish Board of Education Salaries:**

Moved by Laurie Vollrath, seconded by Michael Engel for board members to be compensated in 2025-2026 as follows: \$100.00 per in-person meeting for regularly called meetings and \$50.00 for special board meetings which would include the work session meetings. The President and Clerk receive an additional \$255.00 annually, not to include the annual meeting and conventions and actual expenses for meetings outside the school district, and members of any current and ad hoc committee shall not be compensated. Voice vote was called, with all voting aye. Motion carried.

**Resolution B - Approve Levy for General Fund:**

Moved by Ben Huber, seconded by Laurie Vollrath that a tax be levied to raise \$2,875,243 for operations of the district (Fund 10). Voice vote was called, with all voting aye. Motion carried.

**Resolution C - Approve Levy for Referendum Debt Service Fund:**

Moved by Ben Huber, seconded by Laurie Vollrath that a tax be levied to raise \$7,691,263 (Fund 39). Voice vote was called, with all voting aye. Motion carried.

**Resolution D - Approve Levy for Community Fund:**

Moved by Ben Huber, seconded by Michael Engel that a tax be levied to raise \$0 for the Community Fund (Fund 80). Voice vote was called, with all voting aye. Motion carried.

**Resolution E - Authorize Board of Education to Engage Legal Counsel as May Become Necessary During the 2025-2026 School Year:**

Moved by Michael Engel, seconded by Darrell Hanson that the Board of Education be authorized to engage legal counsel as may become necessary during the 2025-2026 school year. Voice vote was called, with all voting aye. Motion carried.

**Resolution F - Authorize the Board of Education to Set a Date for the Year 2026 Annual District Meeting:**

Moved by Dave Battenberg, seconded by Joan Huber, that the Board of Education be authorized to set a date for the 2026 Annual District Meeting, and that that date may be after the 3rd Friday Student Count, as long as it is within the time specified by statute, and must not begin before 6:00 p.m. Voice vote was called, with all voting aye. Motion carried.

**Resolution G - Authorize the Board of Education to Sell and Otherwise Dispose of, Used and/or Surplus Equipment & Supplies:**

Moved by Marie Vandenberg, seconded by Stacy Havlik, that the Board of Education be authorized to sell and otherwise dispose of, used and/or surplus equipment and materials owned by the school district. Voice vote was called, with all voting aye. Motion carried.

**Resolution H - Direct Board of Education to Continue to Provide School Meals to Pupils of District:**

Moved by Kris Strauman, seconded by Laurie Vollrath that the Board of Education be directed to continue to provide school meals to the pupils of the school district and appropriate funds for that purpose. Voice vote was called, with all voting aye. Motion carried.

**New Business:** None

**ADJOURNMENT:**

Moved by Raymond Huber, seconded by Jason Moder to adjourn. Voice vote was called, with all voting aye. Motion carried and the meeting adjourned at 6:57 p.m.

Klint Barkow, Clerk

**BOARD OF EDUCATION  
CLINTONVILLE PUBLIC SCHOOL DISTRICT  
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF  
REGULAR MEETING BOARD OF EDUCATION  
October 27, 2025**

A regular meeting of the Board of Education of the Clintonville Public School District was called to order on October 27, 2025, at 6:58 p.m. in the High School IMC by President Glen Drew Lundt.

Members Present: Glen Drew Lundt, Kris Strauman, Jason Moder, Klint Barkow, Ben Huber, Mark Zachow, and Christopher Hoffmann.

Administration Present: Troy Kuhn and James Blashe

Press Represented: Bert Lehman of the Tribune Gazette

Also present: Michael and Stephine Engel, Marie Vandenberg, Stacy Havlik, Dena Peters, Laurie Vollrath, Darrell Hanson, Patti Cahala, David Battenberg, Beau Hoffman, Ray and Joan Huber, Josie Wait, Kristin Murphy, Ericka Shelton, Jessica Holtz, Nick Curran, and Cienna Kuhn.

**OPEN MEETING STATEMENT:** This October 27, 2025, meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

**APPROVE AGENDA:** Moved by Jason Moder, seconded by Christopher Hoffmann to approve the agenda as written. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

**READING AND APPROVAL OF MINUTES:** Moved by Ben Huber, seconded by Jason Moder to approve the minutes of the Regular Meeting of October 13, 2025. Ayes and nays called, all voting aye. Motion carried.

**PUBLIC COMMENTS/COMMUNICATIONS:** Ben Huber addressed the Board of Education regarding the correction of an error on a motion made at a previous meeting and Kris Strauman addressed the other Board members regarding transparency.

**FINANCIAL REPORT AND PRESENTATION OF VOUCHERS**

Adoption of the 2025-2026 Budget: Moved by Ben Huber, seconded by Jason Moder to adopt the 2025-2026 Budget as presented during the Budget/Annual Meeting. Ayes and nays called, all voting aye. Motion carried.

Certification of the 2026 Tax Levy: Moved by Ben Huber, seconded by Jason Moder to certify the 2026 tax levy as presented during the Budget/Annual Meeting: \$2,875,243 for Fund 10 and \$7,691,263 for Fund 39. Ayes and nays called, all voting aye. Motion carried.

Presentation of Vouchers and Receipts: Moved by Kris Strauman, seconded by Mark Zachow to grant authorization to approve vouchers as presented for September 2025. Ayes and nays called, all voting aye. Motion carried.

Monthly Budget Report: Jessica Holtz from CESA 8 presented and discussed the Monthly Budget Recap/Report for September 2025.

**COMMITTEE UPDATES:**

**Land Use Committee:** No update

**Policy Committee:** Kris Strauman gave an update from October 13<sup>th</sup> meeting

**Construction Committee:** Troy Kuhn gave an update regarding bids for sound panels in elementary school cafeteria and tentatively planning another meeting for November 10<sup>th</sup>.

**Dellwood Daycare Committee:** Kris Strauman gave an update regarding Trunk or Treat being held on Nov. 1st.

**Rec Center Committee:** No update

**Finance Committee:** No update

## **ADMINISTRATIVE REPORTS**

Student Council Report: High School Student Council President Cienna Kuhn gave a report on Homecoming 2025.

High School Update: James Blashe gave an update on High School events.

Superintendent's Report: Troy Kuhn presented District updates to the Board of Education.

### Support Staff Resignations

- a. Sassie Keil – Special Education Paraprofessional, effective Oct. 17, 2025  
(will continue as a paraprofessional substitute)
- b. Julia Liesner – Special Education Paraprofessional, effective October 16, 2025

### Extracurricular Resignation

- a. Zachary Schafer – Middle School Girls Basketball Coach

### Extracurricular Hires

- a. Beau Hoffman – Head High School Girls Basketball Coach
- b. Victoria Hutchinson – Assistant High School Girls Basketball Coach

## Recognition

Elementary School Field Trips Donation: The administration informed the Board of Education regarding a \$3,000 donation from Hoffmaster to be used for Elementary School field trips.

Tech Ed Department Donation: The administration informed the Board of Education regarding a \$100 donation from Harbor Freight to use towards hand tools and drill bits for the Tech Ed. Department.

Food Service Donation: The administration informed the Board of Education regarding a \$200 donation from the Beverly Berg Memorial to be applied towards the food service fund for students in need.

## Personnel

Elementary Associate Principal Long-Term Substitute Agreements: Moved by Klint Barkow, seconded by Jason Moder to approve the following long-term substitute agreements for coverage during a planned staff leave:

- a. Annette Lenss – 2 days a week
- b. Stephanie Tornow – 3 days a week

Ayes and nays called, all voting aye. Motion carried.

Teacher Overload: Moved by Ben Huber, seconded by Mark Zachow to approve a teacher overload for Alan Soldner for 1 class, both semesters, effective with the 2025-2026 school year. Ayes and nays called, all voting aye. Motion carried.

## Other

National Honor Society Inductees: Moved by Ben Huber, seconded by Mark Zachow to formally recognize those students that were inducted into the National Honor Society on October 15, 2025, and that letters of recognition be sent to them. Ayes and nays called, all voting aye. Motion carried.

New High School Club Proposal: Moved by Mark Zachow, seconded by Jason Moder to approve CAPS (Cryptids, Anomalies and Paranormal Society) as a School-District-Affiliated Club for High School students. Ayes and nays called, all voting aye. Motion carried.

Rec Center Student Membership Cost Consideration: Moved by Jason Moder, seconded by Ben Huber to approve the recommended changes for Rec Center student memberships. Ayes and nays called, all voting nay. Motion failed. Moved by Jason Moder, seconded by Kris Strauman to approve the recommended changes, but have the same student membership cost for all Clintonville tax-paying students. Ayes and nays called, all voting aye. Motion carried.

Legal Services Introduction: Mark Kapocius and William Fischer from VonBriesen law firm introduced themselves and provided information regarding their services.

Community Survey and Referendum Update: The administration and Board of Education discussed updates to the Community Survey to be sent out in November, along with a referendum update.

Complaint Investigation Report: Troy Kuhn gave an update regarding the complaint investigation.

## **POLICY**

Second Reading of Revisions to Policy #6320 – Purchasing: Moved by Christopher Hoffmann, seconded by Jason Moder to approve a second reading of revisions to Policy #6320 - Purchasing. Ayes and nays called, all voting aye. Motion carried.

## **ITEMS FOR FUTURE STRATEGIC DISCUSSION**

Construction meeting date to be determined once bids received for final building items

## **ANNOUNCEMENTS**

|                |                                      |                      |                     |
|----------------|--------------------------------------|----------------------|---------------------|
| October 29     | Special Meeting – Board of Education | 6:00 p.m.            | High School IMC     |
| November 1     | Dellwood Trunk or Treat              | 2:00 - 3:00 p.m.     | Dellwood Child Care |
| November 4     | End of 1 <sup>st</sup> Quarter       |                      |                     |
| November 4     | Title Night                          | 5:00 - 7:00 p.m.     |                     |
| November 7-9   | Musical                              | 6:00 p.m. (Nov. 7-8) |                     |
|                |                                      | 1:00 p.m. (Nov 9)    |                     |
| November 10    | No School – Teacher In-Service       |                      |                     |
| November 10    | Board of Education Meeting           | 6:00 p.m.            |                     |
| November 26-30 | Fall Break                           |                      |                     |

**ADJOURN TO CLOSED SESSION:** Moved by Kris Strauman, seconded by Jason Moder to adjourn to closed session for consideration of matters over which the Board has jurisdiction pursuant to Wisconsin Statute 19.85(1)(c)(f)(g) – Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Considering financial medical, social or personal histories or disciplinary data of specific persons; Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; to discuss a personnel matter and a matter per legal council's recommendation. Roll call vote was taken with Ben Huber, Mark Zachow, Klint Barkow, Christopher Hoffmann, Jason Moder, Glen Drew Lundt, and Kris Strauman voting aye. Motion carried and meeting adjourned to closed session at 8:07 p.m.

**RETURN TO OPEN SESSION:** Moved by Jason Moder, seconded by Ben Huber to return to open session. Roll call vote was taken with Mark Zachow, Klint Barkow, Christopher Hoffmann, Jason Moder, Kris Strauman, Glen Drew Lundt, and Ben Huber voting aye. Motion carried and meeting returned to open session at 8:53 p.m.

Moved by Klint Barkow, seconded by Kris Strauman to recommend Gina Goerlinger's resignation for the purpose of retirement as tendered. Ayes and nays called, all voting aye. Motion carried.

**ADJOURNMENT:** Moved by Mark Zachow, seconded by Jason Moder to adjourn. Ayes and nays called, all voting aye. Motion carried and the meeting adjourned at 8:55 p.m.

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Klint Barkow, Board Clerk

**BOARD OF EDUCATION  
CLINTONVILLE PUBLIC SCHOOL DISTRICT  
CLINTONVILLE, WISCONSIN 54929**

**MINUTES OF SPECIAL MEETING  
BOARD OF EDUCATION  
October 29, 2025**

A Special Meeting of the Board of Education of the Clintonville Public School District was called to order on October 29, 2025, at 6:00 p.m. in the High School IMC by President Glen Drew Lundt.

Members present: Glen Drew Lundt, Klint Barkow, Jason Moder, Ben Huber, Mark Zachow, and Christopher Hoffmann  
Members excused: Kris Strauman  
Admin present: Troy Kuhn and Stephen Reinke  
Others present: Laurie Vollrath, Jessica Holtz, and Nick Curran

**MEETING STATEMENT:** This October 29, 2025, special meeting of the Clintonville Board of Education and all other meetings of the board are open to the public in compliance with state statute. Notice of the meeting has been sent to the media, and has been publicly posted, in an attempt to make the citizens of the district aware of the time, place and agenda of this meeting.

**APPROVE AGENDA:** Moved by Jason Moder, seconded by Christopher Hoffmann to approve the agenda as printed. Ayes and nays called, all voting aye. Motion carried.

The Pledge of Allegiance was recited by those in attendance.

**PUBLIC COMMENTS:** None

**ADMINISTRATIVE REPORTS**

Forecasting Model: Nick Curran presented the district's future budgets using a 5-year forecasting model and how it relates to a possible operating referendum, ongoing debt defeasance, and tax levy management.

Community Referendum Survey: The administration and the Board of Education reviewed the community referendum survey questionnaire built by School Perceptions and recommended changes to be made before finalizing and approving.

**ADJOURNMENT:** Moved by Christopher Hoffmann seconded by Ben Huber to adjourn. Ayes and nays called, all voting aye. Motion carried and meeting adjourned at 8:17 p.m.

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Klint Barkow, Board Clerk

|              |                                                          |
|--------------|----------------------------------------------------------|
| Book         | Policy Manual                                            |
| Section      | Policies for Troy to approve, 34-2 Technical Corrections |
| Title        | Copy of FUND BALANCE                                     |
| Code         | po6235                                                   |
| Status       |                                                          |
| Adopted      | April 22, 2019                                           |
| Last Revised | February 24, 2025                                        |

### 6235 - FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to:

- A. minimize or avoid short-term borrowing for cash flow purposes;
- B. cover unforeseen expenditure needs or unrealized revenue sources; and
- C. demonstrate financial stability to preserve or enhance the District's bond rating, thereby lowering debt issuance costs.

The Board will reserve adequate funds to maintain a secure financial position. The use of Fund Balance reserves for recurring costs is discouraged.

The target Fund Balance range for maintaining the District's financial stability is twenty-five percent (25%) of the preceding year's Fund 10 expenditures.

Budget preparation and management shall adhere to this fund balance expectation. (See Policy 6220 - Budget Preparation and Policy 6231 - Budget Implementation.)

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors and Business Manager. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor and Business Manager. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

If during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

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Government Accounting Standards Board Statement 54

|              |                                                          |
|--------------|----------------------------------------------------------|
| Book         | Policy Manual                                            |
| Section      | Policies for Troy to approve, 34-2 Technical Corrections |
| Title        | Copy of PROMOTION, PLACEMENT, AND RETENTION              |
| Code         | po5410                                                   |
| Status       |                                                          |
| Adopted      | April 22, 2019                                           |
| Last Revised | May 8, 2023                                              |

### 5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

#### Definitions

**Promotion:** Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

**Placement:** Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the building administrator with input from the Student Intervention Team and any testing that gives evidence at grade level academic ability .

**Retention:** Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Student Intervention Team which consists of the child's teacher(s), parent(s), guidance counselor, principal, and any others who may contribute to the process.

**Reclassification:** Occurs when a parent/guardian of a student requests that their child be placed into a-grade that is different relative to their age or learning experiences.

**Core Classes:** English, Language Arts, Reading Writing, Math, Social Studies, Sciences

A student will be promoted to the succeeding grade level when the student has:

- A. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

For consideration of promotion or retention for students from grade three (3) to grade four (4) with respect to reading, see Policy 5411 - Third Grade Promotion and Retention: At-Risk Students.

The District Administrator shall develop guidelines for promotion, placement, and retention of students.

#### Promotion

A student will be promoted to the succeeding grade level when the student has:

- A. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; (Achieved 50% of essential standards or grade percentage in core classes)
- B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.
- C.
- D. Occurs the last day of school, according to the district calendar, providing they have met the requirements to be promoted.-
- E.
- F. Students may choose to enroll in Clintonville Summer School to complete coursework. If necessary course work is completed by the last day of summer school, the teacher or academic team may choose to promote the student to the next grade or give the student credit toward graduation.

~~Occurs the last day of school, according to the district calendar, providing they have met the requirements to be promoted.-~~

### Promotion from Grade 4 and Grade 8

~~[DRAFTING NOTE: CHOOSE OPTION 1 OR OPTION 2 BELOW. STATE STATUTE REQUIRES A BOARD APPROVED POLICY SPECIFYING PROMOTION CRITERIA FOR GRADES 4 AND 8.]~~

In accordance with 118.33(6), Wis. Stats., in order for students to advance from fourth to fifth grade and graduate from eighth grade, every student must meet two (2) of the following three (3) criteria:

- A. The student must score at the basic or above level of proficiency on at least 4 of the 5 sections tested on the Wisconsin 4th Grade or 8th Grade Assessment, as appropriate.
- B. The student must achieve passing grades for each semester on their report card in 3 of the 4 (6 of 8 total for the year) core subjects. The Core subjects are: Reading/Language Arts, Mathematics, Science, and Social Studies.
- C. Their classroom/homeroom teacher must recommend the student for promotion to the next grade.

If a student does not meet two of the three criteria listed above, a meeting with the Student Intervention Team will be convened. The staff and parent(s) will examine any prior test scores, the student's grades, or portfolio, and any other measures of the student's ability or achievement that they deem to be appropriate. Once this data is analyzed, the staff and parent(s) will achieve a consensus to either promote or retain the child.

Students who qualify under IDEA or Section 504, are governed by separate procedures in compliance with State and Federal regulations. Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

### Promotion from Elementary School to Middle School and Middle School to High School

Once promotion has taken place, students shall not be allowed to participate in activities or athletics in the previous grade/school. Elementary athletics/activities are reserved for elementary students, and middle school athletics/activities are reserved for middle school students. The only exception to this is if there are summer activities/athletics that have already been in progress before the end of the current school year. (Example: Track, Baseball/Softball, Student Groups)

### Graduation

If a student requests early graduation, their graduation date is to be the final day of the first semester. The student is then considered to be a graduate and is not eligible to participate in high school athletics/activities. They may choose to participate in the end of year graduation ceremony if they choose.

### Retention

A student will be recommended to be retained if:

- A. considered truant
- B. has failed to meet 50% of the essential standards or received Failure (F) in the majority of core classes.

A student may be promoted if they meet the promotion criteria by the end of the final day of summer school for that given year.

If the Student Intervention Team agrees that retaining the student is appropriate, parents will be notified, in writing, of this decision to retain in the present grade level. If a parent desires to appeal the decision for retention, the appeal must be submitted, in writing, to the Superintendent within ten (10) calendar days following notice of the decision to retain. If the Superintendent upholds the decision to retain, any appeal to the Board must be submitted, in writing, within ten (10) calendar days following receipt of the Superintendent's decision. The Board's decision on this will be final and binding.

### **Reclassification**

Reclassification by a parent can only be requested up to the 8th grade. The request to reclassify must be submitted, in writing, to the Superintendent by May 1st of the current school year. A student can only be reclassified for academic or social, emotional, or physical maturity. If a parent wishes to reclassify their child and they have met the requirements for promotion, a reclassification team consisting of the administrators, school counselors, and the teaching staff of the grade which they have completed are to meet with the parents and student. It is recommended that the parent provide evidence of an evaluation form a certified health care provider that supports reclassification. Upon conclusion of the meeting the reclassification team shall decide if the student shall be reclassified. The decision of this team is final. The parents will be notified, in writing, of this decision within ten (10) calendar days.

Revised 4/11/22

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118.33(6), Wis. Stats.

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of DEFINITIONS          |
| Code         | po0100                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | September 23, 2024           |

## 0100 - DEFINITIONS

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

### **Administrator**

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the District Administrator.

In policy, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among, and between, staff, students, parents, Board members, and/or other stakeholders and members of the community.

### **Board**

The School Board, also commonly referred to as the Board of Education, shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

### **Bylaw**

Rule of the Board for its own governance.

### **Clerk**

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk)

**District**

The School District shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**District Administrator**

The administrative head of the School District sometimes locally referred to as Superintendent.

In policy, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

**District Records Custodian**

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

**Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

**Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

**Information Resources**

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

**Law Enforcement Officer(s) or Agency(ies)**

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

**Legal Custodian of Records**

See "District Records Custodian".

**Legal Notice**

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

**Local Public Office Holder or Official**

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a)(f) and (g), Wis. Stats.

**May**

This word is used when an action by the Board or its designee is permitted but not required.

### **Medical Advisor**

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. PI 8.01(2, g)3

### **Meeting**

Any gathering which is attended by, or open to, all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2), Wis. Stats.

### **Official Newspaper**

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

### **Parent**

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student **including a foreign exchange student**. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, **smartwatches, wearable technology,** and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintains those expectations.

### **President**

The chief executive officer of the Board. (See Bylaw 0171.1 - President)

### **Principal**

The educational leader and head administrator of one (1) or more District schools.

In policy, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to r staff members.

### **Professional Staff Member**

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

### **Relative**

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent or member of the immediate household.

### **School/District Classification**

Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

### **Common School Districts:**

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operates pursuant to Subchapter I of Chapter 120, Wis. Stats.

**Unified School Districts:**

These districts serve all grade levels, from kindergarten through high school, and operates pursuant to Subchapter II of Chapter 120, Wis. Stats.

**Union High Schools:**

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

**School Nurse**

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

**School Official**

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as an attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

**Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

**Social Media**

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

**Student**

A person who is officially enrolled in a school or program of the District.

**Superintendent**

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

**Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, who are required to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit

**Technology Resources**

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices

(including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

**Treasurer**

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer)

**Vice-President**

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President)

**Voting**

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced by P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 2/10/20

Revised 5/26/20

Revised 5/24/21

Revised 11/8/21

Revised 3/14/22

Revised 1/23/23

Revised 4/10/23

Revised 3/11/24

T.C. 9/23/24

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|              |                                                                    |
|--------------|--------------------------------------------------------------------|
| Book         | Policy Manual                                                      |
| Section      | Policies for the Board, 34-2                                       |
| Title        | Copy of BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT |
| Code         | po0144.5                                                           |
| Status       |                                                                    |
| Adopted      | May 24, 2021                                                       |
| Last Revised | October 9, 2023                                                    |

#### 0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the reputation or legal position of the District ~~should be avoided~~ are prohibited.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

#### General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, ~~and~~ maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.

- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. Disclose any actual or perceived conflict of interest.

### **Board Member Communication**

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Use of Electronic Communication Devices shall have expectations developed and adhered to as part of Board member meeting norms.

### **Board Member Interaction with Staff**

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

### **Board Member Records and Confidentiality**

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board. Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

### **Enforcement**

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. ~~Formal~~ ~~formal~~ censure by resolution passed by a majority of the Board in an open session meeting of the Board;
- B. ~~Removal~~ ~~removal~~ from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - Committees;
- C. ~~Restriction~~ ~~restriction~~ on Board member rights granted by policy, including requesting items for a Board meeting agenda;
- D. ~~Referral~~ ~~referral~~ to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;
- E. ~~Referral~~ ~~referral~~ to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;
- F. ~~Other~~ ~~other~~ efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

Revised 11/8/21

Revised 3/14/22

T.C. 4/10/23

T.C. 10/9/23

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17.13, Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

|         |                              |
|---------|------------------------------|
| Book    | Policy Manual                |
| Section | Policies for the Board, 34-2 |
| Title   | Copy of CONSENT AGENDA       |
| Code    | po0166.1                     |
| Status  |                              |
| Adopted | April 22, 2019               |

#### 0166.1 - CONSENT AGENDA

The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A.  minutes of prior Board meetings;
- B.  bills for payment;
- C.  employment hiring of personnel;
- D.  resolutions that require annual adoption, such as bank signatories, Wisconsin High School Athletic Association membership, etc.;
- E.  resignations and leaves;
- F.  gifts, grants, and donations.;
- G.  revisions to handbooks (e.g., student, staff, athletic/activities code);
- H.  revisions or deletions of existing bylaws/policies; **[Drafting Note: This should not be included if two readings have been selected by the Board in Policy 0131.1 – Bylaws and Policies.]**
- I.  other routine items as presented by the District Administrator;
- J.  \_\_\_\_\_

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the District Administrator or any Board member thinks the item requires further discussion.

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Legal

|              |                                                        |
|--------------|--------------------------------------------------------|
| Book         | Policy Manual                                          |
| Section      | Policies for the Board, 34-2                           |
| Title        | Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY |
| Code         | po1461                                                 |
| Status       |                                                        |
| Adopted      | April 22, 2019                                         |
| Last Revised | March 8, 2021                                          |

#### 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect students and employees from the effects of contagious diseases and other circumstances that render administrators unable to perform their duties.

The Board authorizes the District Administrator to place an administrator on leave for a physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The District Administrator may require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated and compensated by the District, or both.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal of the administrator to submit to an appropriate examination requested by the District Administrator or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the District Administrator shall direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the District Administrator, such refusal shall subject the administrator to disciplinary action.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 - Family & Medical Leave of Absence (FMLA) as provided by law.

In the event the District Administrator is the administrator subject to this policy, the Board President shall direct the appropriate actions pursuant to this policy and Policy 1260 - Incapacity of the District Administrator.

Revised 6/8/20

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**Legal**

111.32 et seq., the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

|         |                                             |
|---------|---------------------------------------------|
| Book    | Policy Manual                               |
| Section | Policies for the Board, 34-2                |
| Title   | Copy of SUMMER OR INTERIM SCHOOL ATTENDANCE |
| Code    | po2440.01                                   |
| Status  |                                             |
| Adopted | February 24, 2025                           |

**2440.01 - SUMMER OR INTERIM SCHOOL ATTENDANCE**

The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled.

The Board ~~( )~~  authorizes the District Administrator to ~~[END OF OPTIONS]~~ establish minimum attendance requirements for any classes taken for credit.

Attendance exceptions may be granted only by the Principal and are limited to absences to participate in school-sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.

Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent ~~( )~~ on the student's second day of absence ~~[END OF OPTION]~~ if the parent has not notified the school of the student's absence.

Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.

The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.

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|              |                                        |
|--------------|----------------------------------------|
| Book         | Policy Manual                          |
| Section      | Policies for the Board, 34-2           |
| Title        | Copy of INSTRUCTIONAL MATERIAL CENTERS |
| Code         | po2522                                 |
| Status       |                                        |
| Adopted      | May 24, 2021                           |
| Last Revised | September 23, 2024                     |

### 2522 - **INSTRUCTIONAL MATERIAL CENTERS (IMC)**

The Board believes that school instructional material centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for an instructional material center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school instructional material centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator in collaboration with the District's library media specialist shall establish procedures consistent with the District's long-range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

### **Gifts and Donations**

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

## Reconsideration of School Library Materials

Parents of children attending school in the District may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing (Administrative Guideline 91.1)
- C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which may consist of the following members:
  1. a building-level administrator;
  2. teacher(s) one of which shall be a reading specialist or language arts instructor;
  3. District Media Specialist
  4. member(s) of the community
  5. high school student(s)
  6. Director or Representative of the Public Library
- D. The procedures for the Reconsideration Committee will be as follows:
  1. The chairperson will be the District Administrator. The secretary of the committee will be elected at the first meeting.
  2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.
  3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available. This shall be completed within one hundred and eighty (180) days of the initial reconsideration meeting.
  4. During the initial reconsideration meeting, the requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The requestor is asked to provide sources and rationale for their request during their presentation.
  5. During the initial reconsideration meeting the Library Media Specialist shall share the following instructions to the reconsideration committee. When considering the material, the committee
    - a. Shall
      1. Respect the needs, interests, and opinions of all stakeholders
      2. Objectively evaluate the materials within the scope of the library's collection development policy - review the policy if needed.
      3. Consider the goals of the Library's long-range plan
      4. Review any supplementary materials provided

- b. Shall Not
  - 1. Review passages, statements, pictures, etc. out of context
  - 2. Make recommendations based on personal beliefs and values
- 6. During the initial reconsideration meeting, a date of the reconsideration committee's final decision shall be determined.
- 7. The committee's recommendation shall be reported to the District Administrator. The recommendation may be one of the following:
  - a. to take no removal action
  - b. to recommend all or parts of the challenged resource from the total school environment
  - c. to allow student(s) to use alternative titles approved by school personnel involved
  - d. to limit the educational use of the challenged resource by restricting it by age, grade, and/or building.

The District Administrator will advise the requestor, in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.

- E. The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and will follow the same process as the Reconsideration Committee.

The decision of the Board is final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ten (10) years before new requests for reconsideration of those items will be entertained.

#### **Criteria for the Selection of Materials**

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;

- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per Policy 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

#### **Parental/Police Access to Instructional Material Center Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's instructional material centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request, instruction material center records relating to the use of the center's documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the instructional materials center shall ~~not~~ disclose to the officer records produced by a surveillance device under the control of the center that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

#### **Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

#### **Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges and the Student Handbook.

Revised 1/23/23

T.C. 9/23/24

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Legal 43.70, 43.72, 121.02(1)(h) Wis. Stats.  
PI 8.01(2)(h) and PI 9.03(1)(e)

|              |                                   |
|--------------|-----------------------------------|
| Book         | Policy Manual                     |
| Section      | Policies for the Board, 34-2      |
| Title        | Copy of EMPLOYMENT OF SUBSTITUTES |
| Code         | po3120.04                         |
| Status       |                                   |
| Adopted      | April 22, 2019                    |
| Last Revised | February 10, 2025                 |

### 3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background and criminal history check has been conducted by the Department of Public Instruction (DPI), an appropriate State agency, authorized District personnel, or contracted vendor.

Each principal is to develop procedures that ensure each substitute has completed necessary forms; received appropriate instructions, plans, and other resources needed to function properly in the position and the building; and been observed early and regularly in the performance of the substitute's responsibilities.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set ~~( )~~ annually ~~[END OF OPTION]~~ by the Board. (Administrative Guideline 31.04):

~~[ ] A person will be considered a long term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave which that extends for more than twenty (20) consecutive school days. The long term substitute position will be terminated by the end of the school year, subject to issuance of reasonable assurances to the substitute teacher regarding intent to provide substitute teaching assignments in the subsequent school year, whether in the same or different assignment. [END OF OPTION]~~

A substitute shall be classified and paid as follows:

- A. Daily Substitute: normal teacher workday up to twenty (20) consecutive school days in the same assignment. A Daily Substitute who has the same assignment extended beyond twenty (20) consecutive school days shall be paid at the Long-Term Substitute rate beginning on day twenty-one (21) and each consecutive day thereafter when remaining in the same assignment. A Daily substitute shall be paid a minimum of four (4) hours once the substitute is called.
- B. Long-Term Substitute: normal teacher workday in the same assignment for more than twenty (20) consecutive school days.

Daily and Long-Term Substitute Teachers are not eligible for any sick leave, emergency leave, personal days, or insurance benefits.

Employed substitutes may receive in June a letter of reasonable assurance of continued eligibility for assignment during the ensuing school year.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are supervised directly by a staff member who is related.

Revised 8/26/19

Revised 2/8/21

Revised 6/28/21

Revised 11/8/21

Revised 1/23/23

T.C. 9/23/24

Revised 10/14/24

T.C. 2/10/25

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118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code

|              |                                                                               |
|--------------|-------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                 |
| Section      | Policies for the Board, 34-2                                                  |
| Title        | Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES |
| Code         | po3120.08                                                                     |
| Status       |                                                                               |
| Adopted      | April 22, 2019                                                                |
| Last Revised | October 14, 2024                                                              |

### 3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

As openings occur they shall be noticed in appropriate locations.

Applications for co-curricular/extra-curricular activities will be made in writing to the Activities/Athletic Director and/or District Office.

The Activities/Athletic Director will vet the candidates and conduct interviews which may include another member of the Administration, District employees, and/or contracted services.

The District Administrator or designee is responsible for making employment decisions for co-curricular/extra-curricular positions.

The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter that specifies the assignment and the stipend associated with the assignment.

Any such appointment may be terminated by the Board for any reason that is not arbitrary or capricious.

There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a teaching or administrative staff member shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

**[x ]** Prior to the end of the school year, District-employed coaches and advisors, who the District intends to employ for the ensuing school year, will receive a written notice of reasonable assurance of continued employment. Issuance of a notice of reasonable assurance to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term. **[END OF OPTION]**

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure.

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|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of EMPLOYEE LEAVES      |
| Code         | po3431                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | October 14, 2024             |

### 3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3432 (Employee Sick Leave/Paid Time Off), Policy 3430.01(Family & Medical Leaves of Absence ("FMLA")), and Policy 3430 (Leaves of Absence).

#### A. **Sick Leave**

Staff members are eligible for sick leave as specified in the Employee handbook. **[END OF OPTION]**

~~Staff members are eligible for sick leave as specified in Policy 3432 — ( ) Employee Sick Leave ( ) Employee Paid Time Off. **[END OF OPTIONAL SENTENCE]**~~

#### B. **Personal Leave**

Staff members are eligible for personal leave as specified in the Employee Handbook. **[END OF OPTION]**

~~Staff members are eligible for personal leave as specified in Policy 3432 — ( ) Employee Sick Leave ( ) Employee Paid Time Off. **[END OF OPTIONAL SENTENCE]**~~

#### C. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

#### D. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

#### E. **Leave for Jury Duty**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

#### F. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that

begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### **E. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

#### **F. Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

#### **G. Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

#### **H. Leave to Testify**

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

1. If the proceeding relates to matters under Chapters 48 or 938 of the Wisconsin Statutes, Wis. Stats., the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees);
2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.
3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

Revised 7/20/20

Revised 3/8/21

T.C. 10/9/23

Revised 3/11/24

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6.76, 7.33, 103.88, Wis. Stats.

|              |                                                      |
|--------------|------------------------------------------------------|
| Book         | Policy Manual                                        |
| Section      | Policies for the Board, 34-2                         |
| Title        | Copy of NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT |
| Code         | po4124                                               |
| Status       |                                                      |
| Adopted      | April 22, 2019                                       |
| Last Revised | February 24, 2025                                    |

#### 4124 - NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT

Prior to the conclusion of each school year, support staff employed in instructional year positions shall be notified, in writing, of reasonable assurance of continued employment for the subsequent school year when such employment is anticipated.

~~A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which occurs during a period between two (2) successive academic years or terms if the school year employee performed such services for any educational institution in the first such year or term and there is reasonable assurance that the employee will perform such services for any educational institution in the second such year or term.~~

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services performed for the District during any week of unemployment that occurs between two (2) successive academic years or terms. This applies if the employee performed such services in the first year or term and has reasonable assurance of performing them in the second.

Issuance of a notice of reasonable assurances to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term.

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Legal  
108.04 (17)(d), Wis. Stats.

|         |                                     |
|---------|-------------------------------------|
| Book    | Policy Manual                       |
| Section | Policies for the Board, 34-2        |
| Title   | Copy of TERMINATION AND RESIGNATION |
| Code    | po4140                              |
| Status  |                                     |
| Adopted | April 22, 2019                      |

#### 4140 - **TERMINATION AND RESIGNATION**

##### **TERMINATION**

Employment may be terminated by the District Administrator upon a majority vote of the Board of Education.

Support staff employees subject to termination (  ) may (  ) shall [END OF OPTION] be given an opportunity to resign.

##### **RESIGNATION**

A support staff member may resign by filing a written resignation with the District Administrator.

A resignation, once accepted, may not then be rescinded.

The District Administrator may act for the Board in the acceptance of a resignation.

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|              |                                         |
|--------------|-----------------------------------------|
| Book         | Policy Manual                           |
| Section      | Policies for the Board, 34-2            |
| Title        | Copy of STUDENT SUPERVISION AND WELFARE |
| Code         | po4213                                  |
| Status       |                                         |
| Adopted      | April 22, 2019                          |
| Last Revised | September 23, 2024                      |

#### 4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- D. A support staff member shall not send students on any personal errands.
- E. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a support staff member's family member.

- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 9/28/20  
Revised 6/14/21  
Revised 1/23/23  
T.C. 9/23/24

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Legal 48.981, 948, 948.095 Wis. Stats.

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of EMPLOYEE LEAVES      |
| Code         | po4431                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | October 14, 2024             |

#### 4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4432 (Employee Sick Leave/Paid Time Off), Policy 4430.01 (Family & Medical Leaves of Absence ("FMLA")), and Policy 4430 (Leaves of Absence).

##### A. **Sick Leave**

Staff members are eligible for sick leave as specified in the Employee Handbook. **{END OF OPTION}**

~~Staff members are eligible for sick leave as specified in Policy 4432 — ( ) Employee Sick Leave ( ) Employee Paid Time Off. **{END OF OPTIONAL SENTENCE}**~~

##### B. **Personal Leave**

Staff members are eligible for personal leave as specified in the Employee Handbook. **{END OF OPTION}**

~~Staff members are eligible for personal leave as specified in Policy 4432 — ( ) Employee Sick Leave ( ) Employee Paid Time Off. **{END OF OPTIONAL SENTENCE}**~~

##### C. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

##### D. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

##### E. **Leave for Jury Duty**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

##### F. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that

begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### **E. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

#### **F. Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

#### **G. Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

## H. Leave to Testify

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

1. If the proceeding relates to matters under Chapters 48 or 938 of the Wisconsin Statutes, Wis. Stats., the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).
2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.
3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

Revised 9/28/20

Revised 3/8/21

T.C. 10/9/23

Revised 3/11/24

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6.76, 7.33, 103.88, Wis. Stats.

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of ENTRANCE AGE         |
| Code         | po5112                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | November 22, 2021            |

## 5112 - ENTRANCE AGE

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

### A. Kindergarten

1. A child is eligible for entrance into four (4) year old kindergarten if ~~s/he~~the child attains the age of four (4) on or before September 1<sup>st</sup> of the school year in which ~~s/he applies for entrance~~the child is being enrolled and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when ~~s/he~~the child attains the age of five (5) on or before September 1<sup>st</sup> of the school year in which ~~s/he applies for entrance~~the child is being enrolled and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

### B. First Grade

A child must be six (6) years of age on or before September 1<sup>st</sup> in the school year in which ~~s/he~~the student enrolls. ~~The~~ student must also have completed a kindergarten program or ~~must~~ received a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in ~~the~~his/~~her~~ prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the ~~building~~Principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision.

### C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the ~~building P~~principal may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the Pprincipal.

The parents of any student denied a waiver by the District Administrator may appeal the decision to the Board by submitting a written request to the District Administrator within ten (10) calendar days of the decision by the Administrator. The District Administrator shall notify the Board President and a meeting shall be scheduled with the parents. The decision of the Board is final.

#### **D. Initial Entry**

Children entering the District for the first time must comply with State law. Students must have an immunization record or a properly submitted waiver on file at the school. Any student who does not have the proper immunization records or appropriate waiver within thirty (30) days of enrollment may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

~~Each child who is entitled to admittance into a public school in the District must have a school entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 - Health Services.~~

Any student, and/or the student's~~his/her~~ parent(s) who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

#### **E. Verification of Residence**

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

#### **F. Early Admission**

The District shall prescribe procedures, conditions, and standards for early admission to five (5) year old kindergarten and first grade.

The District does not allow early entrance to four (4) year old kindergarten.

#### **G. Older Students**

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think ~~such his/her~~ enrollment will interfere with the education of the other students.

Revised 11/11/19

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Wis. Stats 118.14, 118.15, 120.12(25)

|         |                                    |
|---------|------------------------------------|
| Book    | Policy Manual                      |
| Section | Policies for the Board, 34-2       |
| Title   | Copy of EMERGENCY NURSING SERVICES |
| Code    | po5310.01                          |
| Status  |                                    |
| Adopted | April 22, 2019                     |

### 5310.01 - EMERGENCY NURSING SERVICES/PLAN

To provide for the health and safety of students, the District shall develop an emergency nursing services plan (also known as protocols). This plan shall be in accordance with statutory requirements for the provision of emergency nursing services and shall include the following requirements:

- A. The school nurse has developed and reviewed all relevant policies providing for the provision of emergency nursing services to students in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board (  ) upon the recommendation of the nurse ~~[END OF OPTION]~~.  
  
Such Board policies, consistent with the District's emergency nursing services plan, provide for the management of illness (see Policy 5310 - Health Services, Policy 5335 - Care of Students with Chronic Health Conditions, Policy 8450 - Control of Casual Contact Communicable Diseases, and Policy 8453 - Direct Contact Communicable Diseases), accidental injury (see Policy 5340 - Student Accidents/Illnesses/Concussion & Sudden Cardiac Arrest), and the administration of medication and emergency care (see Policy 5330 - Administration of Medication/Emergency Care). These Board policies and their respective protocols (  ) and administrative guidelines ~~[END OF OPTION]~~ shall be incorporated into the District's emergency nursing services plan. ~~[DRAFTING NOTE - Please remove reference to any of the above policies that is not in the District's Policy Manual.]~~
- B. The District's emergency nursing services plan (  ) and the District's administrative guidelines ~~[END OF OPTION]~~ shall include specific protocols for dealing with student accidental injury, illness, and administration of medication at all school-sponsored activities, including but not limited to curricular, co-curricular and extra-curricular activities, and a method to record each incident of service provided.
- C. Arrangements shall be made with a licensed physician to serve as medical advisor for the District's emergency nursing services plan.  
  
The (  ) District Administrator (  ) Board ~~[END OF OPTION]~~ shall annually designate the District's medical advisor.
- D. The District shall make emergency nursing services available during the regular school day, including summer or interim school, and during all school-sponsored student activities.  
  
The emergency nursing services plan shall indicate how such services shall be made available by the District during such times. The District may provide for such emergency nursing services through District staff or through outside services such as local emergency response resources.
- E. The District's (  ) emergency nursing services plan (  ) and administrative guidelines ~~[END OF OPTION]~~ shall specify how the District is providing for student emergency information, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy.
- F. The nurse shall review and evaluate the District's emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services.

At any time deemed necessary and appropriate, the nurse shall bring proposed revisions of any policies to the District Administrator, who will review them and forward them to the Board for consideration.

~~To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school sponsored student activities:~~

~~The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.~~

The District Administrator shall develop guidelines that will provide student ~~( )~~ electronic emergency information ~~( )~~ information cards **[END OF OPTIONS]**, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by ~~( )~~ the school nurse ~~( )~~ a registered nurse **[END OF OPTIONS]** in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board ~~( )~~ upon the recommendation of the nurse. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

Wis. Stat. 121.02(1)(g), Wis. Stats.

PI 8.01(2)(g)4

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Legal 121.02(1)(g), Wis. Stats.  
PI 8.01(2)(g)

Legal Wis. Stat. 121.02(1)(g)  
PI 8.01(2)(g)4

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|---------|---------------------------------------------------------------|
| Book    | Policy Manual                                                 |
| Section | Policies for the Board, 34-2                                  |
| Title   | Copy of THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS |
| Code    | po5411                                                        |
| Status  |                                                               |
| Adopted | April 14, 2025                                                |

## 5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS

### Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2027.

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

### Definitions

**"Personal Reading Plan"** means a reading plan provided for five (5) year-old-kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

**"Limited English-Proficient Student"** means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

**"Completed"** - means a student who has "completed" their personal reading plan if the student's parent(s) and the District agree that the student has met the goals outlined in the personal reading plan and the student scores at grade level in reading on a summative assessment. a 3rd grade student who has a personal reading plan is considered to have completed the personal reading plan if the student's parent and the student's school agree that the student has met the goals outlined in the personal reading plan and the student scores at grade-level in reading on a summative assessment, as defined by the Department of Education (DPI).

### Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

- A. Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;
- B. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;
- C. Whether or which alternatives to retention can help support the student to achieve reading proficiency;

- D. Any other factor(s) relevant in deciding whether to retain or promote a student;
- E. Those factor(s) or conditions considered elsewhere in District policy or administrative guidelines pertaining to student promotion and retention;
- G. Whether the student is eligible for an exception contained under this policy;
- H. The potential long-term adverse risks of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

- A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention to third grade.
- B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- C. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.
- D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

### **Promoting Students with Incomplete Personal Reading Plans**

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

### **Exceptions to Post-Promotion Requirements**

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;
- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one, two, or three;
- E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.

### **Mid-Year Enrollment/Transfers**

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all supports and services that the student would have otherwise received as a post-promotion requirement including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the student pupil-scores at grade-level in reading on a summative assessment.

### Parental Notification

No later than fifteen (15) days after the reading readiness assessment is scored, the Board shall provide the results of the reading readiness assessment, in writing containing at least all of the following information to the student's parent in the parent's native language:

- A. the student's score on the reading readiness assessment;
- B. the student's score in each early literacy skill category assessed by the assessment;
- C. the student's percentile rank score on the reading readiness assessment, if available;
- D. the definition of "at-risk" and the score on the reading readiness assessment that would indicate the student is at-risk;
- E. a plain language description of the literacy skills the reading readiness assessment is designed to measure.

If the diagnostic assessment indicates that a student is at-risk, the Board shall include information about how to make a special education referral under 115.777, Wis. Stats., with the diagnostic assessment results provided.

If the Board is required to assess a student's early literacy skills using a diagnostic assessment, the Board shall provide all of the following, in writing, to the student's parent:

- A. a description of the common indicators and characteristics of dyslexia;
- B. information about appropriate interventions and accommodations for students with characteristics of dyslexia.

The Board shall post its early literacy remediation plan (including the parent notification policy) on the School District website.

If a student is identified as at risk based on a universal or diagnostic assessment, the Board shall:

- A. provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the personal reading plan signed by the student's parent (acknowledgement rather than consent);
- B. after ten (10) weeks of providing the student with the interventions in the student's personal reading plan, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

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Legal                                    118.016(5), Wis. Stats.  
                                                  118.33(5m)(a), Wis. Stats.

|         |                              |
|---------|------------------------------|
| Book    | Policy Manual                |
| Section | Policies for the Board, 34-2 |
| Title   | Copy of EARLY GRADUATION     |
| Code    | po5464                       |
| Status  |                              |
| Adopted | April 22, 2019               |

**5464 - EARLY GRADUATION**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the  high school principal  ~~Principal~~   ~~)~~ **[END OF OPTION]** in accordance with school regulations.

The ~~principal~~ District may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.  The ~~( )~~ high school Principal  Board **[END OF OPTION]** shall make the final decision regarding an application for early graduation. **[END OF OPTIONAL SENTENCE]**

The student may participate in the graduation ceremonies with his/her the student's designated class. If the student will be participating in any District activities or programming, including the District's graduation ceremony, then the student must abide by all Board policies and school rules.

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| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of ACADEMIC HONESTY     |
| Code         | po5505                       |
| Status       |                              |
| Adopted      | October 9, 2023              |
| Last Revised | October 14, 2024             |

### 5505 – **ACADEMIC HONESTY**

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment ;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

### **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.08 – Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

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Legal 118.01, 118.164, 120.12, Wis. Stats.

|              |                                                                           |
|--------------|---------------------------------------------------------------------------|
| Book         | Policy Manual                                                             |
| Section      | Policies for the Board, 34-2                                              |
| Title        | Copy of STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA |
| Code         | po5530                                                                    |
| Status       |                                                                           |
| Adopted      | April 22, 2019                                                            |
| Last Revised | March 11, 2024                                                            |

### 5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, except CBD products permitted by the school (see Policy 5330 - Administration of Medication/Emergency Care);  
  
This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms (synthetic or natural) that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. essential oils and oil like products that may be mistaken for a drug (see Policy 5330 - Administration of Medication/Emergency Care);
- H. anabolic steroids;
- I.  any misuse of over-the-counter drugs or medications;
- J. any other illegal substance so designated and prohibited by law;
- K.  any substance, no matter its chemical composition, that is represented as or packaged in such a manner so as to give the appearance that the substance is a drug otherwise defined in this policy.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention, and standards of conduct. Education shall be intended to develop an awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of

alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

Revised 10/9/23

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118.01(2)(d), Wis. Stats.

118.24(2)(f), Wis. Stats.

118.257, Wis. Stats.

125.09(2), Wis. Stats.

Drug-Free Schools and Communities Act of 1986 as amended

20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

|              |                                           |
|--------------|-------------------------------------------|
| Book         | Policy Manual                             |
| Section      | 6000 Finances                             |
| Title        | Copy of RETURNED/OUTSTANDING-STALE CHECKS |
| Code         | po6151                                    |
| Status       |                                           |
| Adopted      | April 22, 2019                            |
| Last Revised | October 9, 2023                           |

### 6151 - RETURNED/OUTSTANDING-STALE CHECKS

The Board shall permit individuals to use personal checks for the transaction of business with the school district. If a check is returned for non-sufficient funds, the following shall apply.

- A. If the check is returned to the school district, a service charge of \$30.00 will be assessed the individual who wrote the non-sufficient fund check.
- B. A certified letter will be mailed to the check writer notifying him/her of the non-sufficient funds check. The check writer will be assessed a \$30.00 service fee along with the original amount of the check. He/she will have 5 days from the receipt of the letter to pay the amount by either certified check or money order.
- C. If the check writer does not pay the appropriate amount, the check along with other pertinent information will be turned over to the Clintonville Police Department per the City Ordinance 9.943.24.
- D. After two NSF checks, the district will send a certified letter to the individual providing notice that future payments are required to be made in cash, certified check, credit card, or money order.
- E. On a confidential and as needed basis, appropriate school personnel will be notified to accept payment in cash, certified check, or money order only from those individuals.

### Insufficient Electronic Funds

If there is a request to transfer funds electronically from a personal account to a student's school account, and there are insufficient funds and the school district incurs a fee, this fee (exact amount) will be added to the student's account as a fine. The parent/guardian will receive notice to their email account that is on record in the student information database.

### Outstanding (Stale Dated) Checks - Unclaimed Property Process

Checks that are outstanding, meaning they have not been cashed by the payee, after the period of time established by the banking institution for the validity period of the check shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by the Wisconsin Department of Revenue's (WI DOR) "Unclaimed Property Holder Report Guide" for locating the owner and/or remitting the unclaimed property to the WI DOR.

T.C. 11/8/21

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|         |                                                |
|---------|------------------------------------------------|
| Book    | Policy Manual                                  |
| Section | Policies for the Board, 34-2                   |
| Title   | Copy of SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS) |
| Code    | po7440.03                                      |
| Status  |                                                |
| Adopted | March 8, 2021                                  |

#### 7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)(Drones)**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the Board at any time by any individual who is not authorized to do so by the District Administrator.

~~Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, the Board also prohibits the operation of an sUAS (drone) at any Association event conducted on property owned or leased or contracted for by the Board.~~ If sUAS (drones) are used during high school athletic activities and/or events, the use will adhere to the Wisconsin Interscholastic Athletic Association's (WIAA) administrative policies and procedures.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator or vendor employed by the Board must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

Failure to adhere by applicable regulations may result in loss of authorization to operate a drone on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

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| Legal | 14 C.F.R. Part 107 |
|-------|--------------------|

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of PROPERTY INVENTORY   |
| Code         | po7450                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | November 22, 2021            |

### 7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and supplies, including computing devices minimally every two (2) years or at such intervals as will coincide with property insurance renewal or Generally Accepted Accounting Principles (GAAP) reporting requirements.

For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$5,000.

~~Capital assets include equipment as well as the following:~~

- ~~A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease purchase, exchange, or through capital leases~~
- ~~B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)~~

~~Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.~~

~~When defining supplies for inventory purposes, no items will be counted whose total acquisition cost is less than \$5,000.~~

~~"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.~~

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment may be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The Business Manager shall maintain a system of property records.

Equipment and computing devices acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.
  1. When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.
  2. During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.
- B. The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 - Disposition of Real Property and Policy 7310 - Disposition of Personal Property.
- D. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

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Legal

2 C.F.R. 200.313

|              |                                              |
|--------------|----------------------------------------------|
| Book         | Policy Manual                                |
| Section      | Policies for the Board, 34-2                 |
| Title        | Copy of ACCOUNTING SYSTEM FOR CAPITAL ASSETS |
| Code         | po7455                                       |
| Status       |                                              |
| Adopted      | April 22, 2019                               |
| Last Revised | February 28, 2022                            |

#### 7455 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS

The Board shall maintain a capital-asset accounting system. The capital-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- B. adequate insurance coverage
- C. control and accountability

Capital assets are defined as those tangible assets of the District:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically by the District in Policy 7450 - Property Inventory;
- C. which are capitalized in accordance with GAAP; and
- D. which the District intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Leased capital assets and assets which are jointly-owned shall be identified and recorded on the capital-asset system.

Capital assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Business Manager.

The purchase of capital assets, the transfer of capital assets between buildings, and the disposal of capital assets shall be initiated by the District Administrator or Business Manager and require the prior written approval of the Board. An asset to be disposed of by sale shall be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property.

In accordance with GAAP, assets must be depreciated over their estimated useful lives and approved by the auditor.

Such useful lives by asset class as per GASB are as follows:

- A. site improvement - 20 years;
- B. buildings - 10-50 years;
- C. furniture and equipment - 3-50 years;
- D. leased equipment - 3-50 years.

Accumulated depreciation shall be calculated on a straight-line basis and be recorded for general capital assets.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

Revised 12/9/19

Revised 11/22/21

T.C. 2/28/22

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|         |                                                                          |
|---------|--------------------------------------------------------------------------|
| Book    | Policy Manual                                                            |
| Section | Policies for the Board, 34-2                                             |
| Title   | Copy of STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES |
| Code    | po7530.02                                                                |
| Status  |                                                                          |
| Adopted | April 22, 2019                                                           |

### 7530.02 - STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

#### Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages, or post-school-related information on social media that concern District business of any kind.

~~Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.~~

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

#### Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

#### Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the District Administrator or his/her designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, students records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

It is suggested that employees and school officials lock and password protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

### **Privacy Issues**

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

### **Potential Disciplinary Action**

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

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|       |                                                                                               |
|-------|-----------------------------------------------------------------------------------------------|
| Legal | Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) |
|       | Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)                         |
|       | 20 U.S.C. 1232g                                                                               |
|       | 34 C.F.R. Part 99                                                                             |

|         |                                                                          |
|---------|--------------------------------------------------------------------------|
| Book    | Policy Manual                                                            |
| Section | Policies for the Board, 34-2                                             |
| Title   | Copy of STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES |
| Code    | po7530.02                                                                |
| Status  |                                                                          |
| Adopted | April 22, 2019                                                           |

### 7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

#### **Conducting District Business Using a PCD**

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages, or post-school-related information on social media that concern District business of any kind.

~~Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.~~

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

#### **Safe and Appropriate Use of a PCD**

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

#### **Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements**

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the District Administrator or his/her designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, students records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

It is suggested that employees and school officials lock and password protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

### **Privacy Issues**

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

### **Potential Disciplinary Action**

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of SCHOOL SAFETY        |
| Code         | po8420                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | October 9, 2023              |

#### 8420 - **SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS**

The Board recognizes that its responsibility for the safety of students extends to its reaction to possible natural and man-made disasters and that such emergencies are best met by preparedness, planning, and training as determined by the District Administrator consistent with the Board approved school safety plan.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed and approved annually. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extra-curricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law. Records of drills and related reports shall be maintained for a period of not less than seven (7) years, consistent with Board Policy 8310 - Public Records.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

- A. ~~A~~ copy of its school safety plan;
- B. ~~T~~he date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year;
- C. ~~C~~ertification that the Board reviewed a required written evaluation of the drill or drills;
- D. ~~T~~he date of the most recent school training on school safety and the number of attendees;
- E. ~~T~~he most recent date the Board reviewed and approved the school safety plan;
- F. ~~T~~he most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to 48.981 (2)(a), Wis. Stats. The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to 175.32(2) and (3), Wis. Stats. If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

~~[ ] The District Administrator shall develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:~~

- ~~A. Assess life/safety issues immediately.~~
- ~~B. Provide immediate emergency medical care.~~
- ~~C. Call 911 and notify police/rescue first. Call the District Administrator second.~~
- ~~D. Convene the crisis team to assess the situation and implement the crisis response procedures.~~
- ~~E. Evaluate available and needed resources.~~
- ~~F. Alert school staff to the situation.~~
- ~~G. Activate the crisis communication procedure and system of verification.~~
- ~~H. Secure all areas.~~
- ~~I. Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.~~
- ~~J. Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.~~
- ~~K. Contact appropriate community agencies and the District's public information office, if appropriate.~~
- ~~L. Implement post-crisis procedures.~~

**[END OF OPTIONAL SECTION]**

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

**[DRAFTING NOTE: The following section is only required for District's operating high school grades. This section implements the reporting provisions of 118.124, Wis. Stats.]**

**Annual Crime Statistics Reporting**

Annually, prior to July 31, the Board shall report in a manner directed by the Department of Public Instruction (DPI) crimes specified below that occurred during school hours, during a school-sanctioned event, during the transportation of students to or from school, and occurred on property owned or leased by the District on which the high school is located or on any form of transportation provided by the school or District.

The report shall only contain those occurrences that were reported to law enforcement and for which a charge or citation was issued.

The following category of occurrence must be reported if all of the above apply: homicide, sexual assault, burglary, robbery, theft, battery, substantial battery, aggravated battery, arson, use or possession of alcohol, a controlled substance, or a controlled substance analog, possession of a firearm, municipal ordinance violation of disorderly conduct.

Covered incidents should be included in the annual report after the District becomes aware of the charge or citation, and has obtained sufficient information to determine that the incident is covered by the reporting requirement. School administrators who become aware of credible information regarding a potentially covered incident shall notify (x) the District Administrator ( ) the Principal who will notify the District Administrator **[END OF OPTIONS]** and will request pertinent information from the involved law enforcement agency.

The District Administrator shall determine, based on receipt of appropriate documents, whether any incident is a reportable incident and shall compile the report for the Board's review. All conduct confirmed as requiring reporting on or before June 30 shall be reported on the next July 31 annual report. Incidents identified for reporting after June 30 shall be reported on the following year's annual report. The DPI's guidance may be consulted to determine whether information must be further evaluated and whether any incident requires reporting. The guidance can be found here: [https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124\\_School\\_Guidance.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124_School_Guidance.pdf).

The Board shall approve the report prior to submission. The report may not include the identity of any students.

T.C. 4/12/21

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Legal

118.07, 121.02(1)(i), 175.32(2), (3), 48.981(2)(a), Wis. Stats.

|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of FOOD SERVICES        |
| Code         | po8500                       |
| Status       |                              |
| Adopted      | August 26, 2019              |
| Last Revised | October 14, 2024             |

### 8500 - FOOD SERVICES

The Board shall provide cafeteria facilities in all school buildings where space permits and will provide food service for the purchase and consumption of lunch for all students.

This policy only applies to those schools in the District that participate in the National School Lunch Program (NSLP). Schools that do not participate in the NSLP shall abide by all applicable State and Federal regulations. **[END OF OPTIONAL PARAGRAPH]**

The Board shall also provide a breakfast program in accordance with procedures established by the United States Department of Agriculture (USDA) School Breakfast Program.

The food-service program ~~( ) shall participate~~  may participate **[END OF OPTION]** in the Farm to School Program using locally grown food in school meals and snacks. **[END OF OPTIONAL PARAGRAPH]**

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA's Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

~~The Board shall approve and implement nutrition standards governing the types of food and beverages that may be provided and sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:~~

- ~~A. consider the nutritional value of each food or beverage;~~
- ~~B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and~~
- ~~C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.~~

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

~~The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. [ ] The District Administrator shall provide assurance that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.~~

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

### **Dietary Modifications**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided. **In situations where a medical statement or Individual Education Plan (IEP) is not immediately available, is incomplete, or requires additional clarification, the meal modification should still be made if there is enough information to provide a safe meal.**

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator **whose contact information is Trevor Drake, 64 West Green Tree Road, Clintonville, WI 54929, 715-823-7215, tdrake@clintonville.k12.wi.us.** ~~\_\_\_\_\_.~~ **[insert name, address, phone, email address.] [DRAFTING NOTE – at least one person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]**

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>)

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. **In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.** If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the District Administrator and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented

without delay. If the initial decision is affirmed the decision is final

- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

## **Dietary Modifications**

### **Modifications Based on Compliant Medical Documentation**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>)

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request for one hundred eighty(180) school days. Within ten(10) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the District Administrator and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed,

including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final.

- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

### **Modifications Based on Noncompliant Medical Requests**

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

### **IMPLEMENTATION AND DISCONTINUATION**

#### **Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

#### **Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement medical statement. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.

#### **Student Absence**

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator by 8:00 a.m. the same day.

#### **Renewing A Special Dietary Request**

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

#### **Discontinuation of a Special Dietary Request**

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

## Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food service program shall be the responsibility of the Food Services Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the District Administrator. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

## ~~Bad Debt~~ Unpaid Meal Charges

~~Bad debt~~ Unpaid meal charges incurred through the inability to collect ~~lunch meal~~ payment from students is ~~not~~ an unallowable cost to the nonprofit school food service account. ~~chargeable to any Federal program.~~

Delinquent debt is when payment for unpaid meal charges is overdue to the nonprofit school food service account. It is considered collectable while efforts are being made to collect it. The delinquent debt remains on the accounting documents until it is either collected or written off. Delinquent debt may be carried over year to year as long as the student is still enrolled at the school food authority (SFA).

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

~~Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred and after the District Administrator determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).~~

## Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

Students PK-5 will be permitted to receive breakfast, snack, and lunch with a negative account balance.

Students 6-12 will not be permitted to receive a breakfast or lunch if their Food Service account has a balance exceeding negative twenty-five dollars (-\$25).

Any family balance exceeding negative one hundred dollars (-\$100) will be applied as a fine to the eldest child who is an active Clintonville Public School District Student at the end of the school year in accordance with Policy 6152 - Student Fees, Fines, and Charges.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully.

The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

~~This policy and any implementing guidelines shall be provided in writing to all households shall be notified about this policy and any implementing guidelines at the start of each school year and to households transferring to the school or School District during the school year, as well as informed about access to this policy and any implementing guidelines. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies shall be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines. The policy and guidelines will be posted on the District website.~~

~~The food service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.~~

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260—Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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T.C. 4/12/21  
Revised 11/22/21  
T.C. 11/14/22  
Revised 3/27/23  
Revised 10/9/23

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SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July

1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

|              |                                      |
|--------------|--------------------------------------|
| Book         | Policy Manual                        |
| Section      | Policies for the Board, 34-2         |
| Title        | Copy of FREE AND REDUCED-PRICE MEALS |
| Code         | po8531                               |
| Status       |                                      |
| Adopted      | April 22, 2019                       |
| Last Revised | February 24, 2025                    |

### 8531 - FREE AND REDUCED-PRICE MEALS

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student, as well as free milk for qualifying students, ~~if the District participates in the Wisconsin School Day Milk Program.~~

**If the District participates in the Wisconsin School Day Milk Program, qualifying students shall receive milk at no charge.**

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's (DPI) administration of the School Nutrition Programs.

The Board designates the District Book Keeper to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

~~The schools shall at~~ least once annually ~~close to~~ the beginning of ~~the each~~ school year, **the school shall** notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation.

The District shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Any student identified as homeless, a foster child, a runaway, a migrant, or who is enrolled in Head Start shall be considered eligible for free meals and free milk.

Students receiving free or reduced meals or milk shall not be subjected to any of the following actions related to their receipt of meal service:

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;
- B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;
- C. no student shall be required to work or perform any service in order to receive food service;
- D. students receiving free or reduced price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduce program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The District Administrator shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP eligible shall be notified.

If the District has received approval to extend free meals to all students in one (1) or more of the District's schools through the Community Eligibility Provision (CEP), such participation in CEP means that all students attending those qualifying schools receive free meal service on an equal basis, and that no individual household applications may be collected, ~~except as frequently as required by law to continue CEP eligibility.~~ If any school is found in any fourth year of CEP to have an identified student percentagea free or reduced lunch eligible student percentage less than twenty-five percent (25%) but more than fifteen percent (15%), the District Administrator shall notify DPI and request an additional year of CEP eligibility through a grace yearprior to recertification.

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the Food Service Director shall notify DPI of any school in the District that has twenty-five percent (25%) free and reduced lunch eligible or that has less than twenty-five percent (25%) but more than fifteen percent (15%) identified student percentage.

### **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260—Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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T.C. 4/10/23  
Revised 10/9/23  
Revised 10/14/24

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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
42 U.S.C. 1771 et seq.  
7 C.F.R. Part 245



|              |                              |
|--------------|------------------------------|
| Book         | Policy Manual                |
| Section      | Policies for the Board, 34-2 |
| Title        | Copy of VENDING MACHINES     |
| Code         | po8540                       |
| Status       |                              |
| Adopted      | April 22, 2019               |
| Last Revised | October 14, 2024             |

### 8540 - VENDING MACHINES

The Board recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. no food or beverages are to be sold or distributed which will compete with the District's food-service program;
- B. food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack ~~Requirements~~ Rules;
- C. the installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products;
- D. the District's share of the revenues is managed by the District in accordance with relevant Board policies ~~( )~~ and ~~administrative guidelines~~;
- E. no products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.

~~[ ] The District Administrator shall develop and implement administrative guidelines that will require these conditions are adhered to on a continuing basis. [END OF OPTION]~~

### Nondiscrimination Statement

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2. Fax:  
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3. E-mail:  
program.intake@usda.gov.

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42 U.S.C. 1779

|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | Policies for the Board, 34-2   |
| Title        | Copy of COMPETITIVE FOOD SALES |
| Code         | po8550                         |
| Status       |                                |
| Adopted      | April 22, 2019                 |
| Last Revised | October 14, 2024               |

### 8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food ~~and foods of minimal nutritional value.~~

Only the food-service program shall sell food and beverages to students in elementary schools during regular school hours.

In secondary schools, the food-service program shall be the sole provider of food and beverage items sold until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board of Education's policies. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

Food and beverages sold during the school day outside the cafeteria may be operated on a "profit share" program with prior approval of the director of the food-service program and the Principal.

#### **Nondiscrimination Statement**

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Title 7 C.F.R. 210.11

|         |                                                                    |
|---------|--------------------------------------------------------------------|
| Book    | Policy Manual                                                      |
| Section | Policies for the Board, 34-2                                       |
| Title   | Copy of USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS |
| Code    | po9151                                                             |
| Status  |                                                                    |
| Adopted | April 22, 2019                                                     |

### 9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes ~~this~~ the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited. No member of the media is allowed access to school locker rooms before, during, or after any school athletic event or practice. Coaches and student-athletes may be available for interviews outside the locker room, consistent with school rules.

**(NOTE:** Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.)

The following recording devices will be permitted in the locker room and for the particular use described:

Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person ~~( ) in the locker room~~ ( x ) in a locker room in the School District or in use for District purposes ~~[END OF OPTIONS]~~.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

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Legal 175.22, 942.08, 942.09, Wis Stats.